

## **STATEMENT OF WORK**

### **1.0 Background**

The Congressional Budget Office (CBO) is a small nonpartisan agency that provides economic and budgetary analysis to the Congress to aid in policy decisions. The agency is seeking an experienced desktop publishing specialist for an intermittent, as-needed work arrangement under contract. The work involves formatting documents using established FrameMaker templates, formatting Excel tables according to established guidelines, and creating graphs according to established guidelines.

### **2.0 Required and Desired Knowledge and Experience**

The following skills are required:

- Proficiency (3 or more years experience preferred) or familiarity in using Adobe FrameMaker; alternatively, proficiency (5 or more years) in desktop publishing using other software packages
- Proficiency (3 or more years experience preferred) or familiarity using Excel in preparing numeric and tabular data for inclusion in desktop published material

The following skills are desirable:

- Proficiency (3 or more years experience preferred) or familiarity using Deltagraph or other graphing software to create graphs and charts
- Proficiency with Microsoft Word
- Proficiency with Adobe Acrobat
- Familiarity with Adobe Illustrator
- Familiarity with Adobe InDesign

### **3.0 Place of Performance**

On-site performance at the CBO location specified below is preferred at this time. When on-site work is performed, CBO will provide a computer and the necessary software. No transportation or travel expenses are permitted under this contract. There is the potential for off-site performance at a later point in the contract. The Contractor shall provide their own computer equipment and other related technology when working off-site. CBO may provide software if necessary.

Address: Ford House Office Building  
2<sup>nd</sup> and D Streets, SW  
Washington, DC 20515

### **4.0 Period of Performance**

The period of performance shall commence on the date of contract award and continue for 12 months thereafter.

Payment for services rendered shall be based on an invoice submitted on a monthly basis.

### **5.0 Submission Required for Consideration**

Individuals shall express their interest in being considered by submitting a resume of professional experience, supplemented by a description of additional knowledge and skills that indicate the level of expertise and breadth of ability to complete the task. Offerors shall also include the firm fixed-price hourly rate they would charge for this work, and at least three past performance references.

CBO may conduct an in-person interview with qualified offerors to further evaluate their qualifications. Offerors are notified that this arrangement is a non-personal services contract and not a personal appointment.

### **6.0 Current Point of Contact**

Submissions and inquiries shall be directed to the following person:

Name: Caryn Rotheim, Chief Acquisition Officer  
Phone: 202-226-9850; Fax: 888-734-1760  
E-mail: [ProcurementServices@cbo.gov](mailto:ProcurementServices@cbo.gov)

### **7.0 Confidentiality and Non-Disclosure**

The Contractor shall agree: All deliverables and associated working papers, drafts and other material which have been generated by the Contractor in the performance of this contract are the property of the United States Government.

The Contracting Officer's Technical Representative (COTR) shall be the sole official authorized to allow the release verbally or in writing, at any date, the draft deliverables, the final deliverables or any other written or printed materials pertaining to this project. The Contractor shall not release any information, prior to or after product issuance. Any request for information relating to the contract deliverables presented to the Contractor must be submitted to the COTR for response.